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| **JOB TITLE** | **Cook** |
| **REPORTS TO** | **Dietary Supervisor** |

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| **JOB PURPOSE** |

The Cook provides nutritious meals and snacks to the residents while following dietary restrictions and guidelines set forth by both the physicians and Department of Health Services.

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| **DUTIES AND RESPONSIBILITIES** |

Essential Job Functions

* Prepare, cook, and bake according to dietary needs and established menu.
* Manage menu planning and tracking necessary items to adhere to menu.
* Assist in tracking and stocking inventory of all kitchen supplies.
* Assist with set up and clean up for all meals and snacks.
* Adhere to assigned dietary department budget.
* Responsible for plating and serving meals.
* Conduct department staff meetings.
* Practice safe work habits and proper sanitary food handling techniques.
* Support a dignified, respectful, and caring atmosphere with residents, residents’ families, visitors, and fellow employees.

Job Duties and Responsibilities

* Actively promotes a healthy approach by communicating, interacting, and working cooperatively to meet resident needs; respond promptly and positively to requests.
* Platinum Communities expects all employees to present themselves in a neat, clean, and professional manner.
* Maintain strict confidentiality regarding information concerning residents, residents’ families, co-workers, and Platinum Communities.
* Attend mandatory staff meetings and ongoing in-service opportunities. Annual requirements for continuing education must be met.
* Read, understand, and follow all policies and procedures.
* Follow proper protocol during emergency situations.
* Perform all other duties as assigned.

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| **QUALIFICATIONS** |

* Must be at least 18 years of age.
* High school diploma or equivalent.
* 1 year experience in cooking with special dietary needs preferred.
* Ability to read, speak and write in English.
* Must have or be willing to obtain CBRF/RCAC certifications as needed.
* Ability to multitask and prioritize.
* Excellent communication skills.

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| **PHYSICAL REQUIREMENTS** |

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| --- | --- | --- | --- | --- |
| **Posture/Positions** | **Never** | **Occasional**  **1-33% of Day** | **Frequent**  **34-66% of Day** | **Constant**  **67-100% of Day** |
| Sitting |  | x |  |  |
| Standing |  |  |  | x |
| Walking |  |  |  | x |
| Bending/Stooping |  | x |  |  |
| Squatting/Crouching |  | x |  |  |
| Kneeling |  | x |  |  |
| Crawling | x |  |  |  |
| Climbing Stairs |  | x |  |  |
| Climbing Ladder | x |  |  |  |
| Reaching Forward |  |  | x |  |
| Reaching Above Shoulders |  | x |  |  |
| Grasping (holding) |  |  | x |  |
| Gripping (forceful) |  |  | x |  |
| Pinching |  |  | x |  |

Comments:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Lift Floor to Knees** | **Never** | **Occasional**  **1-33% of Day** | **Frequent**  **34-66% of Day** | **Constant**  **67-100% of Day** |
| 1-10 pounds |  | x |  |  |
| 11-20 pounds |  | x |  |  |
| 21-50 pounds |  | x |  |  |
| 50-100 pounds |  | x |  |  |
| >100 pounds | x |  |  |  |
|  |  |  |  |  |
| **Lift Knees to Waist** | **Never** | **Occasional**  **1-33% of Day** | **Frequent**  **34-66% of Day** | **Constant**  **67-100% of Day** |
| 1-10 pounds |  | x |  |  |
| 11-20 pounds |  | x |  |  |
| 21-50 pounds |  | x |  |  |
| 50-100 pounds |  | x |  |  |
| >100 pounds | x |  |  |  |
|  |  |  |  |  |
| **Lift Above Shoulder** | **Never** | **Occasional**  **1-33% of Day** | **Frequent**  **34-66% of Day** | **Constant**  **67-100% of Day** |
| 1-10 pounds |  | x |  |  |
| 11-20 pounds |  | x |  |  |
| 21-50 pounds |  | x |  |  |
| 50-100 pounds | x |  |  |  |
| >100 pounds | x |  |  |  |
|  |  |  |  |  |
| **Pushing/Pulling**  **(lbs force)** | **Never** | **Occasional**  **1-33% of Day** | **Frequent**  **34-66% of Day** | **Constant**  **67-100% of Day** |
| 1-10 |  | x |  |  |
| 11-20 |  | x |  |  |
| 21-50 |  | x |  |  |
| 50-100 |  | x |  |  |
| >100 |  | x |  |  |

Comments:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Other Job Requirements** | **Never** | **Occasional**  **1-33% of Day** | **Frequent**  **34-66% of Day** | **Constant**  **67-100% of Day** |
| Operate Vehicle |  | x |  |  |
| Foot Pedals |  | x |  |  |
| Working at Heights | x |  |  |  |
| Vibratory Tools |  | x |  |  |
| Work with Chemicals |  | x |  |  |

Comments:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Working Environment** | **Never** | **Occasional**  **1-33% of Day** | **Frequent**  **34-66% of Day** | **Constant**  **67-100% of Day** |
| Indoors |  |  |  | x |
| Outdoors |  | x |  |  |
| Extreme Heat |  | x |  |  |
| Extreme Cold |  | x |  |  |
| Dust |  | x |  |  |
| Fumes |  | x |  |  |
| Vapors |  | x |  |  |
| Noise |  | x |  |  |

Comments: (specify temperatures and required PPE)

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| **JOB TITLE** | **Cook** |
| **REPORTS TO** | **Dietary Supervisor** |

I have read and understand the job duties, responsibilities, qualifications, and physical requirements.

Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Administrator Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_